

VACANCY ANNOUNCEMENT # 05/01/05

POSITION: **PROGRAM ASSISTANT, FSN-8; FP-6**

OPEN TO: All Interested U.S. Citizens

OPENING DATE: February 3, 2005

CLOSING DATE: February 17, 2005

WORK HOURS: Full time - 40 hours per week

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Lima is seeking a U.S. Citizen for employment in country for the position of Program Assistant in the Drug Enforcement Administration (DEA).

BASIC FUNCTION OF POSITION

This position is responsible for assisting Lima Country Office (LCO) personnel in the administrative and financial aspects of the Andean Ridge Initiative (ARI) and Special Investigative Unit (SIU) programs. Incumbent will specifically assist in monitoring procurement operations and auditing the funds appropriate by U.S. Congress to DEA in support of the counternarcotics efforts.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact extension 2168.

QUALIFICATIONS REQUIRED

- 1. Required Education:** Completion of college studies in Accounting is required.
- 2. Required Prior Work Experience:** At least three years of experience in material logistics is required.
- 3. Language Requirement:** Level III (Good Working Knowledge) Speaking/Reading English and level III (Good Working Knowledge) Speaking/Reading Spanish is required.
- 4. Skills and Abilities:** Computer skills on a variety of software applications (MS Word, Excel, Outlook, etc.) are required. Typing level II (40 wpm) is required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizens EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 days of their employment.

TO APPLY

Interested candidates for this position should submit the following:

1. ***For applicants from within the Mission - Application for Employment***, please contact the Human Resources Office, extension 2168 for these forms;
2. ***For applicants from outside the Mission - A current resume or curriculum vitae with a cover letter.***
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Av. La Encalada block 17, Monterrico, Surco
3rd floor
Monday thru Friday, from 9.00 am to 2.00 pm
(except for Peruvian and American holidays)

POINT OF CONTACT:

Telephone: 618-2168
Fax: 434-1302

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- ♦ U.S. Citizen
- ♦ Spouse or dependent who is at least age 18
- ♦ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- ♦ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- ♦ Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

C L O S I N G D A T E: February 17, 2005

The U.S. Mission in Peru is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.